

**TITLE:       PRESIDENT**

The President is the chief executive and administrative officer of the college, and is directly responsible to the Board of Trustees. The President makes policy recommendations to the Board on all matters that affect the college. In accordance with the state code, the President executes directly or by delegation all executive and administrative duties necessary for efficient operation of the college.

This officer:

- A. Serves as Chief Executive Officer of the college.
- B. Exercises broad, discretionary power along lines established by the Board.
- C. Develops and maintains a program of instruction and service suited to the needs of the institution's stakeholders and students.
- D. Develops and maintains a high quality staff.
- E. Recommends all additions or changes in personnel and in personnel policies.
- F. Develops a sound, streamlined and collaborative administrative structure for the institution-
- G. Devises specific responsibilities and delegates authority to staff for carrying out these responsibilities.
- H. Develops effective communication channels among all staff and student groups in the institution.
- I. Disseminates information regularly about the institution to various college stakeholders
- J. Provides all reports required by the Board, and by local, state, or national agencies.
- K. Reviews legislation providing assistance to the college and reports the substance thereof to the Board.
- L. With the Vice President of Business Services and others as appropriate, develops and maintains modern procedures in financial reporting, budgeting, purchasing, accounting, auditing, and plant maintenance.
- M. Develops plans to finance the required capital and current budgets of the institution.
- N. Directs the development of campus facilities.
- O. Recommends the establishment of citizen and advisory committees.
- P. Lends influence in the development of higher education programs in local, state, and national committees and organizations.
- Q. Works closely with federal, state and local governmental organizations and officials on matters relating to the general control and operation of the college.

**TITLE:       PRESIDENT (Cont'd)**

- R. Acts as an ex-officio member of the Board of Trustees.
- S. Coordinates and directs all local, state, and national legislator involvement for the Board of Trustees.
- T. Determines when to close school because of extreme weather conditions or other emergency conditions and exercises authority to announce such closings in a timely fashion via available radio, newspaper, and television media.
- U. Performs such other duties as may be assigned or delegated by the Board of Trustees, or required by law.

**RECOMMENDED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS**

- 1. Knowledge of issues concerning higher education, particularly the community college.
- 2. The ability to establish an effective rapport with personnel in the college.
- 3. Knowledge of higher education administration and the ability to administer objectives and goals set by the Board of Trustees.
- 4. The ability to effectively communicate, both orally and in written form.
- 5. The ability to work within the political process.
- 6. Problem-solving skills and demonstrated ability to reach conclusions logically that will best benefit the college.

**EXPERIENCE RECOMMENDED**

- 1. Five years of administrative experience at a Vice President's level, or higher position in community college/higher education.
- 2. Five years of full-time teaching experience/working experience in an administrative position or in an institution of higher education.
- 3. Five years of experience in curriculum development.

**EDUCATIONAL BACKGROUND RECOMMENDED**

- 1. Doctorate in higher education is recommended, with course work in community college, finance, higher education philosophy, management, and personnel.

Date of Adoption: 2/28/84

Revised: 6/27/89, 12/18/91, 2/23/99, 5/29/12, 4/20/2020